



King County

Records and Licensing Services Division

STEP-BY-STEP GUIDE

How to obtain a For-Hire Permit

(For First-Time Applicants)

Use this checklist if the statements below apply to you:

- ✓ I have been contracted with a TNC
- ✓ I am applying for my For-Hire permit
- ✓ I do not currently have a For-Hire license or permit
- ✓ I am not renewing

Checklist (for a detailed process, go to the next page)	
The Driver needs to provide...	TNC or 3rd party provider to provide....
<p>Required documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of valid *Washington State Driver's License <input type="checkbox"/> Proof of full-time school enrollment (if student) <input type="checkbox"/> Digital Photo <input type="checkbox"/> Vehicle Inspection Certificate <input type="checkbox"/> Vehicle Registration Certificate <input type="checkbox"/> Defensive Driver Training Certificate <input type="checkbox"/> For-Hire Permit and Vehicle Endorsement Application <p>Required completion:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Training and Testing <p>To be emailed:</p> <ul style="list-style-type: none"> <input type="checkbox"/> See the last page for instructions on "how to" properly submit an application via email <input type="checkbox"/> All required documents stated above, with the exception of the Training and Testing <p>To be provided in-person:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Valid *Washington State Driver's License <p style="font-size: small; margin-top: 10px;">* Home state driver's License with active Military ID or Student ID with proof of full time enrollment and nonresident status may be an acceptable alternative, subject to review and approval</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Verification of Criminal Background Check <input type="checkbox"/> Verification of Driver's Abstract <input type="checkbox"/> Verification of completion of Training <input type="checkbox"/> Verification of successfully passing Test

Please note: While it is not required that you provide King County a copy of your [City of Seattle business license](#) or business license from other cities, for purposes of this application, drivers are required to have a city business license for cities in which they operate.

STEP-BY-STEP GUIDE

For your convenience, the application can be emailed to the King County Records and Licensing Services Division. In order to avoid processing delays or rejection of your application please make sure to follow the steps below. See last page for instructions on "how to" properly submit an application via email.

Step 1: Gather and Complete Required Documents

- Provide a copy or picture of the front and back side of your [Washington State Driver's License](#) (Home state driver's license with active military or full-time student ID may be acceptable)
- Provide a school transcript showing full-time enrollment if you are a student with an out-of-state driver's license
- Provide a digital picture of yourself; this image will be used on your permit. King County will accept a digital image ([use photo tool if you already have a photo](#)) as long as it fulfills the [US passport photo requirements](#). If you prefer not to submit a digital picture, you may choose to have your picture taken by King County when you come and pick up your permit.
- Provide a copy or picture of your [Vehicle Inspection Certificate](#) which has been certified by a City of Seattle approved mechanic.
- Provide a copy or picture of your Vehicle Registration Certificate.
- Training and testing may be provided by a TNC, a 3rd party approved provider or King County

→ Training:

- Consult with your TNC on their training. If your TNC has an approved training process, they will provide proof of completion to the King County.
- If you go through the King County training process, please note the following:
 - A [study guide and online practice test](#) are available on the King County for-hire driver's website
 - [My King County Training Modules](#) are available on the website which cover the following four (4) areas: Geography, Customer Service and Driver Safety, Customers with Disabilities and Understanding the Codes. These courses have been designed in preparation for the For-Hire examination. There is no fee associated with these trainings. You must take all four (4) training modules in order to receive credit for the training requirement. The courses are self-paced and available 24hrs a day/7 days a week.

- A two (2) day in-class training is available ([fee](#) required). This is an optional course which will cover the following areas: Geography, Driver Safety and Customer Service, Customers with Disabilities and Understanding the Codes. This class will also include credit for the Defensive Driver Training requirement. If an applicant decides to take this option, the applicant does not need to take a separate Defensive Driver Training. Payment for this class can be made in-person at the Department of Records and Licensing Services counter (make sure to bring cash and your photo ID).
- The [Defensive Driver Training](#) (DDC Online 9th edition, Eng./Sp.), a 4-hour online course provided by the National Safety Council, can be completed at any time during the lifecycle of the application ([fee](#) required). A certificate of completion will be mailed to you in 3-5 business days. Provide a copy or picture of the certificate of completion to King County For-Hire licensing.
 - A temporary for-hire permit may be issued without this training, but the permanent license will not be issued until completion of the defensive driving course. You have 60 days from the date of application to present (in-person or via email) the certificate. Failure to complete this requirement will result in inactivation.

→ Testing:

- Consult with your TNC on their testing. If your TNC has an approved testing process, they will provide proof of completion to the King County.
- If you go through the King County testing process, please note the following:
 - The [online for-hire examination](#) is available on the King County for-hire driver licensing website.
 - An in-class examination is also available (no fee required). Please check the website for examination procedures, schedules and timetables regarding the [in-person For-Hire Driver's Examination](#).

Step 2: Email your King County For-Hire Permit and Vehicle Endorsement Application + Completed Required Documents (or present in-person)

Note: See last page for instructions on "how to" properly submit an application via email.

- If you present your application via email:
 - Download the [For-Hire Permit and Vehicle Endorsement Application](#) available on the website

- Fill out the application, any missing information may delay processing or result in rejection of your application
- Email your application along with the other required documents to forhiredriver@kingcounty.gov (see email instructions on the last page)
- If you present your application in person:
 - Download the [For-Hire Permit and Vehicle Endorsement Application](#) available on the website or the form is available at the King County for-hire driver licensing counter
 - Fill out the application before coming to the King County Administration Building, any missing information may delay processing or result in rejection of your application
 - Make sure to have your Washington State Driver's License on hand (Home state driver's License with active Military ID or Student ID with proof of full time enrollment and nonresident status may be an acceptable alternative, subject to review and approval)
 - If you have not provided your digital photo, a picture will be taken at the counter

Step 3: Notification of Approved Permit and Pick-up

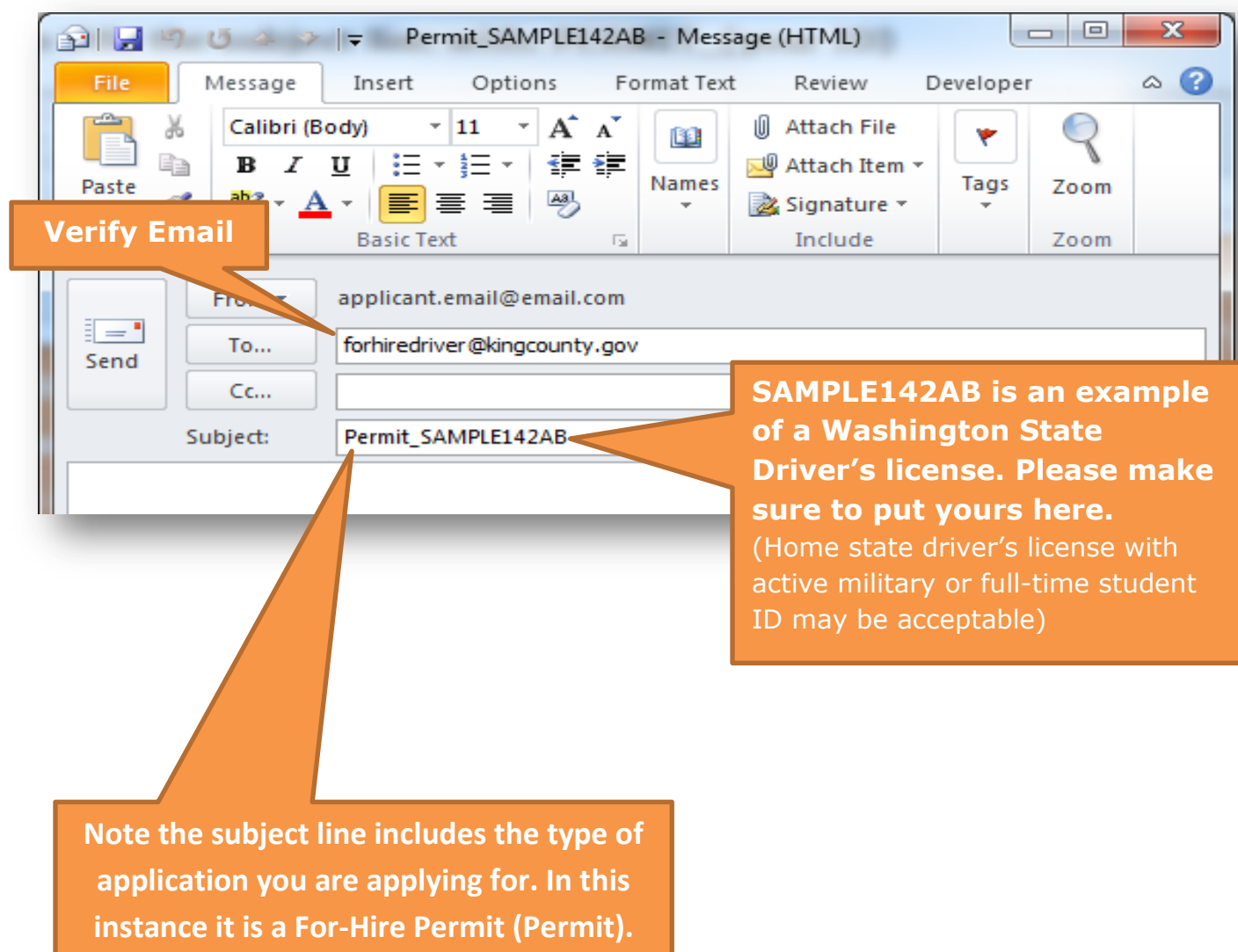
- If you presented your application via email:
 - You will receive an email from King County confirming your application has been approved, and ready to be picked up at the counter.
 - At the time of pick-up, you will receive your permit, vehicle endorsement and decal.
 - Make sure to have your in-person documents ready: Washington State Driver's License (Home state driver's License with active Military ID or Student ID with proof of full time enrollment and nonresident status may be an acceptable alternative, subject to review and approval)
 - If you have not provided your digital photo, a picture will be taken at the King County for-hire driver licensing counter
 - Remember: A temporary for-hire permit may be issued without the completion of the Defensive Driver Training, but the permanent license will not be issued until completion of the defensive driving course. You have 60 days from the date of application to present (in-person or via email) the certificate. Failure to complete this requirement will result in inactivation.
- If you presented your application in person:
 - You will receive an email from King County confirming your application has been approved

- Your for-hire permit will be mailed to your home address, along with your vehicle endorsement and decal
- Remember: A temporary for-hire permit may be issued without the completion of the Defensive Driver Training, but the permanent license will not be issued until completion of the defensive driving course. You have 60 days from the date of application to present (in-person or via email) the certificate. Failure to complete this requirement will result in inactivation.

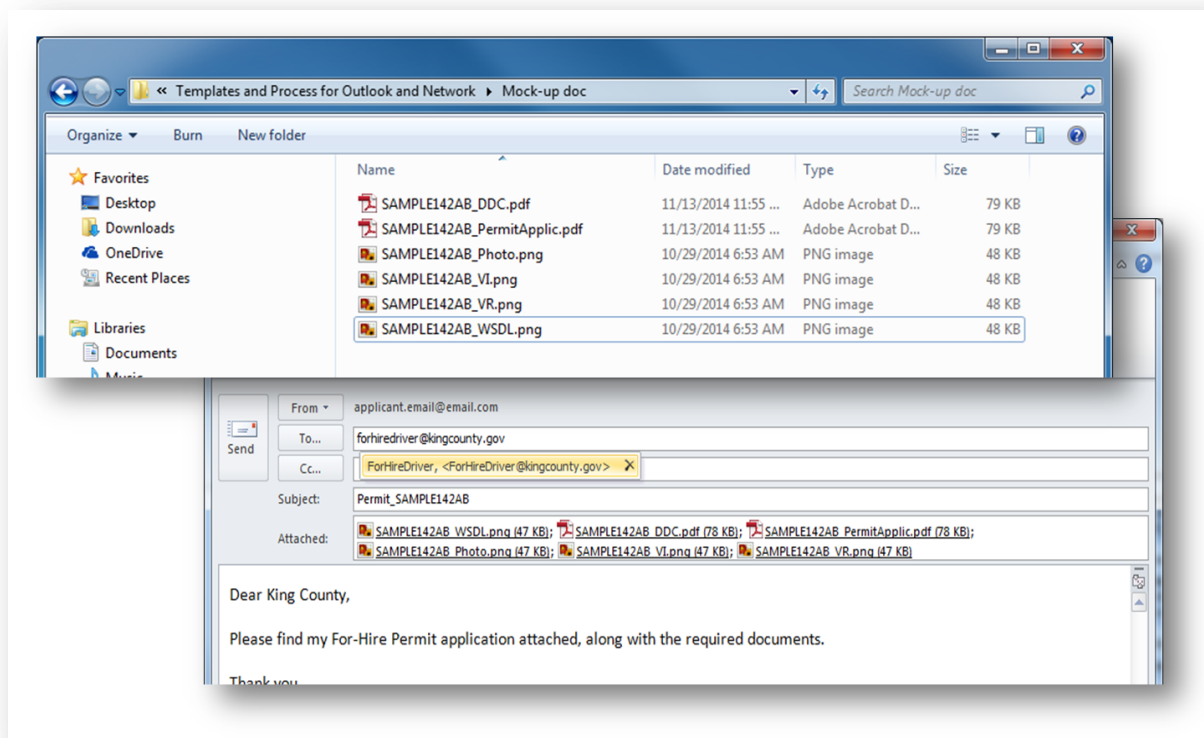
Instructions on how to properly submit an application via email

Please follow this 2-step process when sending your complete application via email.

1. Make sure to title the subject line with: Permit_(your ID)



2. Make sure to correctly name your documents before you attach them to your email



Please use the file names as indicated below

Document	File Name	Example
*Washington State Driver's License	WSDL	SAMPLE132AB_WSDL
(or) Military Identification	MI	SAMPLE132AB_MI
(with) Home State Driver's License	HSDL	SAMPLE132AB_HSDL
(or) Student Identification	SI	SAMPLE132AB_SI
(with) Proof of Full-time School Enrollment – for example: transcript)	FTE	SAMPLE132AB_FTE
Digital Photo	Photo	SAMPLE132AB_Photo
Vehicle Inspection Certificate	VI	SAMPLE132AB_VI
Vehicle Registration Certificate	VR	SAMPLE132AB_VR
Defensive Driver Training	DDC	SAMPLE132AB_DDC
For-Hire Permit and Vehicle Endorsement Application	PA	SAMPLE132AB_PA

** Home state Driver's License with active Military or Student ID with proof of full-time enrollment may be an acceptable alternative.*